



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Drug Court Coordinator/Probation Officer	DEPARTMENT: Blue Ridge Court Systems
IMMEDIATE SUPERVISOR: Director and Assistant Director	GRADE/RANK: 13
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

The drug court coordinator reports directly to the Director of Blue Ridge Court Services and provides comprehensive oversight of the Staunton-Augusta-Waynesboro Drug Treatment Court Program. The primary responsibility of this position is to guide and direct all aspects of the Drug Treatment Court. This shall include coordinating the weekly drug court sessions, coordinating the bi-monthly meetings of the Drug Court Advisory Committee, maintaining a comprehensive database for drug court participants as well as acting as a liaison with the Virginia Supreme Court for grant reporting and funding.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Receives and reviews all referrals to the drug court from judges, prosecutors and defense attorneys;
- Determines the eligibility and appropriateness of referrals;
- Coordinates any needed substance abuse assessments with Valley Community Services Board;

- Prepares the weekly docket sheets, and distributes to the drug court team prior to the pre-bench conference;
- Recommends phases of treatment for drug-addicted offender;
- Recommends sanctions for participants who fail to adhere to program guidelines;
- Coordinates all support and treatment issues including: eligibility, evaluation, treatment, and supervision;
- Serves as liaison with Drug Court Coordinator at the Supreme Court;
- Serves as liaison between referring courts and the Drug Treatment Court;
- Prepares the annual budget for the Drug Treatment Court;
- Manages and monitors grant requirements, including quarterly budget and narrative;
- Presents updates to the court during each docket with recommendations for incentives and sanctions;
- Meets weekly with each drug court client, and makes appropriate referrals for needed assistance;
- Maintains the BRCS internal drug court database, and provides monthly updates to the BRCS Director;
- Maintains the Virginia Supreme Court database, and provides quarterly reports to that entity;
- Coordinates the bi-monthly meetings of the Drug Court Advisory Committee;
- Reviews and recommends changes to Drug Court administrative process;
- Provides general oversight of the Drug Court's finances, operations, and effectiveness;
- Updates the drug Court Manual, handbooks, and information for Drug Court participants on a regular basis upon approval by the advisory committee;
- Disseminates information regarding the drug court to the local criminal justice system and general public;
- Produces database reports and data output as necessary for the Drug Court board, staff, or judge;

- Prepares the year-end drug court summary report to the Blue Ridge Criminal Justice Board and;
- Assists the Director in soliciting and applying for all available grant opportunities relating to drug court.

KNOWLEDGE, SKILLS AND ABILITIES:

Possesses specific knowledge of community corrections and evidence-based practices and a general knowledge of the criminal justice system, pretrial, probation law enforcement, etc. Also possesses a general knowledge of human behavior, social science and rehabilitative techniques and objectives. Has the ability to establish and maintain positive working relationships with the courts, legal, law enforcement, clients, victims, families, and the general public. Is able to establish and maintain positive and collaborative working relationships with coworkers, administrative and management staff. Can communicate effectively both orally in writing. Possesses the ability to learn and apply new techniques and skills as trained as well as the ability to utilize a computer, email, word processing and database management systems. Possesses the ability to train/coach/mentor junior staff with the department to convey knowledge and build skills.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of experience equivalent to graduation from an accredited four-year college or university with major course work in criminal justice, sociology, psychology, social work, counseling or a related field. Demonstrated proficiency (positive performance evaluation) and knowledge base of community corrections. Must have a minimum five years of experience in community corrections. Demonstrates a willingness and ability to accept more responsibility and duties. Ability to share some responsibility for departmental goals and duties with the Assistant Director and the Director.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license. Possession of or ability to acquire VCIN/NCIC certification. Possess means of transportation to meet the necessary job requirements. Must meet and maintain minimum qualifications for the position established by BRCS and the Commonwealth of Virginia.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Work involves risk to personal safety due to close contact with the offender population in a community corrections setting. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment. This is primarily sedentary work

requiring the ability to type and operate a computer. Vocal communication and the ability to convey information and or detailed instructions accurately, loudly, and quickly is required. Haring is required to perceive information at normal spoken word level. Visual acuity is necessary to analyze written or computer data and to observe general surroundings.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Not applicable.

EXAMPLES OF EXPECTED DECISION MAKING:

Not applicable.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Drug Court Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Blue Ridge Court Services and Chief Human Resources Officer

Revised Date: 2019